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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director, ORR

FROM : Acting Chief, Basic Intelligence Division, ORR

SUBJECT: Transfer of D/B Editorial Positions

DATE: 11 September 1952

1. The workload in D/B is such that some adjustment in personnel assignments in the Regional and Editorial Branches appears to be necessary in order to bring editorial capabilities in line with actual workload requirements in several of the Chapter Editorial Sections.

2. The present T/O for D/B was formulated in late 1950, and finally approved in September 1951.

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3. Each Chapter Editorial Section was assigned responsibility for the processing of NIS contributions for one or more NIS Chapters. Effort was made to assign these responsibilities so that each of these five Sections would have approximately the same workload when NIS production reached the eight (8) NIS per year level. It was necessary to estimate both the workloads, and the capabilities required in each of the Chapter Editorial Sections for processing the material at that production level. Now that NIS production has reached the 8 NIS per year rate it is apparent that capabilities required for the editorial processing of contributions for Chapter II (Military Geography), and Chapter III (Transportation and Telecommunications) were underestimated.

4. These two NIS Chapters, and the Supplements thereto, contain more pages of text, more maps, tables, and other graphics than any other NIS elements, and the meticulous checking and cross-checking required for this type of material extends the processing time far beyond that normally required for other NIS Chapters. The workload situation in respect to these two Chapters is as follows:

a. In January 1952, the Chapter II Editorial Section had 8 NIS Sections in work, or in backlog, and it now has 34 Sections. These 34 Sections have a total of 7,462 pages of text, 262 maps, and 1,944 graphics.

b. In January 1952, the Chapter III Editorial Section had 26 NIS Sections in work, or in backlog, and it now has 50 Sections. These 50 Sections have a total of 5,603 pages of text, 140 maps, and 901 graphics.

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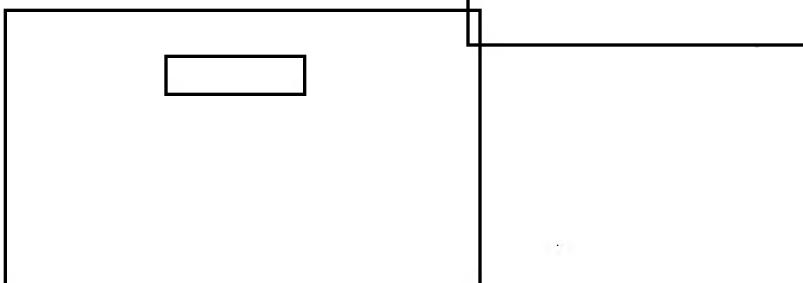
5. Processing time for a Section varies, but it is estimated that it will take at least eight months to process the Chapter II and Chapter III contributions now in D/B unless the capabilities of the Editorial Sections concerned are augmented. Further, it is expected that NIS production will continue at approximately the 8 NIS per year level during FY 1953, which will result in an increase in backlog, and serious delay in publication of agency contributions unless measures are taken to alleviate the situation.

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8. Approval of the transfer of positions within D/B as outlined in paragraph 6, above, and authorization to procure functional specialists for the reassigned positions are requested.

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